

COUNTY OF YORK

MEMORANDUM

DATE: February 7, 2002 (BOS Mtg. 2/19/02)

TO: York County Board of Supervisors

FROM: James O. McReynolds, County Administrator

SUBJECT: Approval of Procurement Action

The attached resolution provides for the approval of three separate County purchases by the Board of Supervisors in accordance with its policy for procurements of over \$30,000. The Board's approval is requested for procurement of the following:

Dare Heights Area Sanitary Sewer Extension - Contract II – An Invitation for Bid (IFB) submitted by the Department of Environmental and Development Services was issued and advertised in the newspaper to complete the construction of two sanitary sewer pumping stations, piping, control systems, alarm systems, emergency power systems, and approximately 300 feet of 4-inch diameter force main to be installed by the horizontal directional drill method. This procurement action is associated with the Dare Heights Sewer Extension project located north of Lindsay Landing Lane that was approved by the Board on 11/20/2001 for \$1,242,423. The pumping stations coupled with the extension project were budgeted for in the Utilities Strategic Capital Plan. Six firms responded to the bid with the lowest responsive and responsible bidder being TMC Repairs, Inc., in the amount of \$387,400. TMC is based in the City of Norfolk and is qualified and experienced in doing this type work. Sufficient funds are available in the CIP to complete this project.

Cost Allocation Plan – A Request for Proposals (RFP) submitted by the Department of Financial and Management Services was prepared and advertised for a consultant to develop and prepare a detailed Cost Allocation Plan (CAP) to distribute County service overhead costs, such as County Administrator and Attorney; Purchasing, Computer Support Services, Budget & Financial Reporting, Human Services, etc., to the various Department, Agencies and Offices which they serve. The County will use the CAP to apply for reimbursement from the Virginia Department of Social Services. Two firms submitted proposals, and both were interviewed. The evaluation committee recommends the firm of Maximus, Inc., be selected to do the work. A contract has been negotiated for the preparation of plans for two fiscal years (totaling \$11,600) with an option to renew for four (4) additional years (totaling \$23,200). Sufficient funds are available to complete this project.

Environmental Assessment Services – This request submitted by the Executive Director - Yorktown Revitalization, involves the preparation of National Environmental Policy Act (NEPA) compliance documentation in the form of an environmental assessment addressing the fee simple or easement transfers from the National Park Service to the County of ten (10) parcels of land in Yorktown as part of a proposed land swap of various parcels in and around Yorktown and the battlefield. The resulting document will be prepared in accordance with the National Park Service guidelines. A great deal of the information required to perform this work is already available to the recommended contractor, as most of the work will be an extension of work already in progress. The recommended contractor, Vanasse Hangen Brustlin (VHB), has the knowledge of, the familiarity with, and the capabilities to perform the work in an expeditious and the least expensive manner because of previous work on this project. The use of VHB has been declared a Sole Source, as the use of another contractor would incur unnecessary additional cost for another firm to obtain the familiarity and insight into the project up to this point. Staff has negotiated a fee of \$42,000 for the work. Sufficient funds are available in the CIP to complete this project.

These procurements have been conducted in accordance with State procurement laws and/or County procurement policy, and I recommend that they be approved through the adoption of proposed Resolution R02-29.

Sawyer/3681

Attachment

- Proposed Resolution R02-29